

## OFFICE ASSISTANT III

### DEFINITION:

Under the supervision of the assigned administrator, performs specialized and complex clerical support duties involving independent judgment and action within an assigned school office, department or program; serves as a liaison between administrator and public; answers phones and greets and assists students, parents, staff and visitors; prepares, updates and maintains a variety of records and reports related to assigned programs and activities.

### DISTINGUISHING CHARACTERISTICS

mailings as directed.

- Monitors inventory levels of office or program supplies as assigned; orders, receives and maintains inventory of office or program supplies as assigned; oversees the preparation of, reviews and submits purchase orders and work orders as assigned.
- Communicates with personnel, parents and outside agencies to exchange information, coordinate activities and resolve issues or concerns; contacts parents to verify attendance information as assigned.
- Oversees party of office (o)-1.3 (n)6.8 (i)4.9p (m)-1.4 (en)6.8 (t)1.4(e i)5 (n)6.7 (c)7.1 (l)-2.1uendingaint,coi,

- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
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